



[The State of Delaware's Pre-Tax Commuter Benefit Program](#) will allow you to save 25% or more on the money you set aside to help pay for your out-of-pocket parking, van pooling or mass transit expenses incurred as you travel to work. The money is deducted pre-tax, meaning you avoid paying Federal and State income tax and FICA taxes on the money you set aside.

There is no set enrollment time for this program; you can enroll in the program at any time through ASIFlex's website (www.asiflex.com/detra) and your enrollment will remain the same until you change the amount or until you leave employment with the State. You do not have to enroll each year, your enrollment amount will stay the same from year-to-year. *Additionally, you can make a change to your deduction amount at any time, including terminating your enrollment in the program, through ASIFlex's website.* The amount you set aside will be deducted from each paycheck pre-tax. Any changes in deduction amount must be received by the 15th of a month to be effective the next month (e.g. if you change your deduction amount from \$80 per month to \$95 per month on May 5th, the change will become effective June 1; if you make the change May 16th, the change will become effective July 1.). Please be proactive in

planning your expenses to insure you receive the greatest amount of tax benefits possible.

You can set aside up to \$230 per month for pre-tax parking expenses and \$230 per month for van pooling and/or mass transit expenses (the IRS considers the van pooling/mass transit category to be one category and you cannot exceed \$230 per month for these expenses). Elections you make by the 15th of a month will be deducted from the first two paychecks of the next month to pay for the transportation benefit the month after the deductions are taken. For example, elections you make by March 15 will be deducted from the first two paychecks in April to pay for your transportation benefit in May.

Receiving reimbursement is a little different for each category.

Van Pooling

If you ride in the Fleet Link van pool, ASIFlex will collect the money and reimburse the State of Delaware (the owner of the vans). Enrollment in the pre-tax spending program is required if you are a Fleet Link rider. If you have additional questions, please contact Fleet Link directly at 302-739-VANS.

If you ride in another van pool, you will need to submit a claim in order to receive reimbursement.

Eligible Expenses Include:

- ✓ Parking
- ✓ Mass Transit (DART, SEPTA, etc.)
- ✓ Van Pooling

Mass Transit

Mass Transit expenses will be reimbursed by having ASIFlex issue you a transit pass that you can use to commute to and from work. Currently, transit passes will be issued for SEPTA and DART. If you take another form of mass transit, please contact ASIFlex for clarification as to whether or not a transit pass can be issued.

Pre-Tax Parking

There are a couple of options for receiving reimbursement for parking expenses. If you have a *monthly* contract to park at Colonial Parking or the Wilmington Parking Authority, you can, if you choose, sign up to have ASIFlex pay the parking garage directly. As an example, your June payroll deductions will be used to pay for your July monthly parking fee. You are not required to have ASIFlex reimburse your garage directly, but if you sign up it will eliminate the need to pay the garage yourself and then file a claim for reimbursement.

If you are a daily parker, or if you park at a facility other than Colonial or the WPA, you will have to submit a claim to ASIFlex in order to receive reimbursement. Payments for valid claims will be issued within one business day of receipt. There are two reimbursement options: ASIFlex can mail you a check or can deposit your reimbursement into a checking or savings account and send you an email notification of the payment information.

The reimbursements are tax free forever!

Key Points to Remember:

Enroll online via ASIFlex's website. The web address is <https://secure.asiflex.com>, employer-provided code word DE

Enroll by 15th of a month for pay deductions next month & coverage following month.

You must use your Employee Identification number plus the last 4 of your SSN to enroll.

You can change your enrollment amount or cancel enrollment at any time through ASIFlex's website.

For more information, please visit www.ben.omb.delaware.gov/commuter for an enrollment/deduction/benefit schedule.

If you have questions about the program, please call ASIFlex at (800) 659-3035 or contact Statewide Benefits at (302) 739-8331.

ASIFlex Contact Information:

Enroll:	www.asiflex.com/detra
Web:	www.asiflex.com
Email:	asi@asiflex.com
Phone:	(800) 659-3035
Fax:	(877) 879-9038